

**Staff Senate Meeting Agenda**  
**Wednesday, June 21, 2023 @ 2:00 p.m.**  
**Delta Center 201 and Zoom**

- I. Call to Order
- II. Roll Call
- III. Routine Business
  - a. Meeting Minutes
  - b. Treasurer's Report
- IV. New Business
  - a. Staff Senate Proposal: "Continuing the Tradition"
  - b. New ASU System Annual Leave Policy
- V. Announcements and Reminders
  - a. Committee Updates
  - b. 2023-2024 Meeting Dates
  - c. Discuss Executive Committee Elections
  - d. Next Meeting: July 19, 2023

**Staff Senate Meeting Agenda**  
**Wednesday, April 19, 2023 @ 2:00 p.m.**  
**Delta Center 201 and Zoom**

- I. Call to Order – Madeline Ragland, President at 2:00 p.m.
  
- II. Roll Call: Luna Acosta, Nikki Adams, Autumn Anderson, Himaja Balakrishnan, Catherine Beaver, Sandra Bramblett, Perdeta Bush, Angela Daniels, Robby Davenport, LaVonda Evans, Tracy Finch, Pat Glascock, Deanna Harris, Melissa Jackson, Christina Kostick, Kyle Walker proxy for Kelli Listenbee, Jarrod Mayfield, Porsha McGregor, Prathima Pattada, Christine Perry, Madeline Ragland, Johnathan Reaves, Kelly Sabin, Natalie Turney, Alyssa Wells
  
- III. Routine Business
  - a. Meeting Minutes – LaVonda Evans motioned to approve the March 15 minutes, and Alyssa Wells seconded. The meeting minutes were unanimously approved.
  - b. Treasurer’s Report – Sandra Bramblett
  
- IV. Guest Speaker
  - a. Dr. Martha Spack, Vice Chancellor of Student Affairs
    - Updates on Student Affairs division and ways we might partner with Staff Senate. Their main focus is student success and the support they need to get to graduation, while having fun along the way. How can we compliment what’s happening in the classroom, as well? Working to develop a sense of belonging in which they can find a home while thinking of their career paths and developing resiliency. Their unit is comprised of: University Housing, Leadership Center, Career Services, Counseling Center, and Campus Recreation. They are always open to partnership ideas with areas outside of Student Affairs.
    - What’s new and how can you help us? New: Intentionally rebuilding campus involvement post-Covid. Are there services or resources we can provide or market some things when we do have students gathered together? Mental health collaboration is in progress and working to create a campus-wide emphasis on mental health, especially for students. They know this is now the #1 concern for students. Historically, mental health has been looked at as counseling only, but has now become a university-wide effort. Looking at best practices across the country as well as how we can better do our

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outreach. We all get a little anxious when we think about helping students through crises and hoping to help give keys to success.

- NSO is coming up in May and June. They are putting a different emphasis on parents and families. Students turn to their families before they go to anyone else; therefore, they know it's important that families understand the infrastructure of A-State and how to support their student(s). Will be having those conversations and equipping their student to transition to A-State and through graduation. There will even be parent follow-up afterwards. There will also be a soft skills assessment so that students will self-rate where they personally think they are in leadership, conflict management, etc. crucial skills for career development. This data will be accessible in Slate and they will be doing periodic check-ins with students throughout their four years so they can direct them to resources along the way. Students really value face-to-face, intentional conversations.
- Ways we can work together: Always encourage students you interact with to get involved at A-State. What they learn in the classroom is the foundation, but these extra experiences can really enhance their time here. Encourage students to live on campus. On-campus students just do better in school (3.4 was average GPA for students who lived on campus). Pack Support is another good resource that is closely monitored by Student Affairs. Great resource for student retention. Encourage your colleagues to report, even if you don't have something to report yourself.
- Housing for faculty and staff: faculty and staff are living on-campus more and more every year. There are apartments available, you can live here for a month or indefinitely. Housing will work with you.

V. Announcements and Reminders

- Staff Picnic: New date is Thursday, May 18 with setup on the morning of Wednesday, May 17. Talk to Sheryl Puckett if you'd like to help with silent auction and/or setup. There will also be a bake sale; you can also reach out to Sheryl if you would like to donate a bake sale item.

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- There will be no Staff Senate meeting next month. Instead, please plan to attend the Distinguished Performance Awards ceremony on Wednesday, May 17 at 1:00 p.m.
- Proposed amendment to bylaws: The Staff Centennial Wall of Honor was started in 2010 to recognize 100 distinguished faculty and staff. In 2020, it was supposed to be done again (every 5 years, we would recognize staff), but was not completed due to the pandemic. In 2022, the Distinguished Performance Awards (DPA) committee was charged to re-do that process and honor those individuals. DPA developed a process to be sure it is continued in future years. There has been a proposed amendment to add this process to our constitution and bylaws so that when the historical memory may not be fresh, it will be continued. If anyone wants to add formal processes for their standing committees, you could also add to bylaws. Luna Acosta motioned to entertain amending the bylaws to accommodate this addition, and Porsha McGregor seconded. Alyssa Wells will provide a formal proposal for Staff Senate to vote on at the June 2023 meeting.
- Kelly Sabin for PROPS committee; they are looking for more participants on this committee. This consists of interviewing nominated A-State employee once a month. Sometimes it's hard to schedule interviewers for our interviewees, so that is why they are looking for more members. Voting is done via email and committee members volunteer for interviews and scheduling, so it's not a large time commitment.
- Registrar – CPOS: While it is not a shared governance issue, SGOC asked the Registrar's Office to go to as many of the constituency groups as possible to follow up. Registrar felt like we needed to have a change of major deadline. If your advisor contacts the Registrar, they try to process that as soon as possible. 5-day deadline after census day. UCC will craft language for this. Any questions? On day 5 of Spring and Fall, because the Census Day, we recommend day 5 so that staff can have time to process majors and contact students.
- Announcement from Alyssa Wells: If you're doing any hiring, the EPAF category selection tool is now live. Available on the HR website under Hiring Managers > EPAF Resources

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Porsha McGregor motioned to adjourn and Melissa Jackson seconded. Meeting adjourned at 2:44 p.m.



**Staff Senate Treasurer's Report**  
**May 31, 2023**

<u>University E &amp; G Accounts</u>		<u>Beginning Balance</u>	<u>Debit/ Credit</u>	<u>Remaining</u>
<b>Staff Senate</b> 110000-120008-1630	Beginning Balance FY22	\$2,404.00		
	9/22/22 Encumbrance FM bill		(264.00)	
	2/24/23 Sign Shop-name tag/plates		(120.00)	
	3/16/23 Elite Graphics-shirts		(209.95)	
	5/5/23 Sign shop-Awards (AW)		(680.00)	
	5/9/23 Gibson Sign-100 Wall name		(135.63)	
	5/11/23 Postage		(11.04)	
	5/15/23 Printing Services (AW)		(119.25)	
	5/30/23 Sodexo Operations		(553.30)	
	6/7/23 Amazon Payment (AW)		(134.76)	
	6/7/23 Amazon Payment (AW)		(6.55)	
	Sign Shop-name tags, desk plate		(144.00)	
	Elite Graphics--SS polo shirts - pending	\$275.59		
				<u>\$25.52</u>
	Transfer to cover shirts	-\$250.07		
<b>Santa's Wolves Agency Account</b> 930002-390000-5000	Balance Forward	\$ 3,657.39		
	Gift card needy family		(504.94)	
				<u>\$3,152.45</u>
<b>ASU Foundation Accounts</b>				
<b>Santa's Wolves</b> 200067	Balance Forward	\$15,180.00		
	Payroll deposits for May		400.70	
				<u>\$15,580.70</u>
<b>Staff Senate Discretionary</b> 200069	Balance Forward	\$19,974.85		
	Silent auction proceeds		2,116.00	
				<u>\$22,090.85</u>
<b>Staff Senate Education Assistance</b> 230139	Balance Forward	\$3,154.05		
	May Contributions		33.30	
				<u>\$3,187.35</u>

## **Staff Senate Proposal to Amend the Staff Senate Constitution and Bylaws by adding the Staff Senate Honors Wall Continuing the Tradition Procedures**

- I. **Date:** 4/19/2023
- II. **Sponsoring Constituent:** Alyssa Wells, chair of the Distinguished Performance Awards Committee
- III. **Statement of the Issue:**
  - a. The Staff Centennial Wall of Honor was unveiled during the Arkansas State University Centennial Celebrations in 2009/2010.
  - b. Staff Senate voted in 2015 to “continue the tradition” by recognizing a second 100 staff. This would require a process of nomination and selection of 5 staff to honor every 5 years.
  - c. In 2022, it was brought to the attention of Staff Senate that additional names should have been added in 2020. At that time, the Staff Senate voted to charge the standing Distinguished Performance Awards and Recognition Committee with overseeing the Wall of Honor.
  - d. With that charge, the DPA Committee developed and approved the following procedure for continuing to honor the second 100 staff on the Wall of Honor.
- IV. **Recommendation:**
  - a. Add the proposed Wall of Honors process to page 7 of the Staff Senate Constitution and Bylaws under Article 4, Point 1-A as Point 1-A-1.
  - b. Current Wording:

### **ARTICLE 4 – COMMITTEES**

#### Point 1 - Standing Committees

- A. Distinguished Performance Awards and Recognition Committee
- B. Staff Appreciation Committee
  - Staff Picnic Subcommittee
- C. Educational Stipend Awards Committee
- D. Philanthropy Committee
  - Santa’s Wolves Subcommittee

- c. Proposed Wording (highlighted in yellow):

## ARTICLE 4 – COMMITTEES

### Point 1 - Standing Committees

#### A. Distinguished Performance Awards and Recognition Committee

##### I. Staff Centennial Wall of Honor – Continuing the Tradition – The Second 100

- The Distinguished Performance Awards (DPA) Committee is charged with overseeing the nomination and approval process for permanently honoring future distinguished staff members.
- Membership on the DPA Committee will consist of at least two staff members for each EEO category, with additional committee members selected by the chair of the DPA committee or the Executive Committee of the A-State Staff Senate. Members selected to serve on the committee should have a long history of employment at A-State. The committee will elect a chair. Each committee member will serve a staggered three year term.
- The committee will follow the Criteria for Inclusion and the Procedure for the Nomination Process listed below. The A-State Staff Senate Executive Committee and the committee will be responsible for having the names of the distinguished staff honorees and their unit engraved on the prefabricated nameplate and permanently attached on display outside of Centennial Hall. Every five years beginning in the fall of 2022, the committee will put forward a call for honoree nominations. The names will be unveiled during the spring Distinguished Performance Awards Ceremony.
- Distinguished staff honorees and their families will be invited to the events.
- Criteria for Inclusion of Nominee
  - Nominees must be former, retired, or current A-State staff
  - Other than in exceptional cases, nominees must have a minimum of 10 years of service to A-State, at least in part since 2009.
  - They must have made significant long - term contributions to A-State.
- Procedure for the Nomination Process
  - The DPA Committee will announce during a fall Staff Senate meeting their plans to honor select staff members, the criteria that nominees must meet, and the procedures for submitting nominations. This announcement will also go out to the A-State community at large.
  - Standard Timeline for nominations:
    - Nominations open: November 1
    - Nominations close: November 31
    - Committee reviews and makes selections: December 1-30
- Nominators will access the nomination website found on the Staff Senate webpage: <https://www.astate.edu/a/staff-senate/programs-events/distinguished-performance-awards/Staff-Senate-Wall-of-Honors/index.dot>
- Each nomination must include the following in order to be considered:
  - Nominee’s full name

- Nominee's title and unit
  - Year of first contract and year of the last contract (e.g., 2007 - 2020)
  - Key contributions to A-State (i.e., why they are being nominated). Some examples could include: professionalism, dedication to student success, loyalty to the institution, volunteer service, client satisfaction, leadership and mentorship of staff colleagues.
  - The DPA Committee should select approximately five nominations every five years, with an additional two nominations selected as alternatives. These nominations will go through a final vetting process in Human Resources, then will be shared with the A-State Staff Senate Executive Committee.
  - The DPA Committee will announce Honorees during the Distinguished Performance Awards Ceremony in the spring.
- B. Staff Appreciation Committee
    - I. Staff Picnic Subcommittee
  - C. Educational Stipend Awards Committee
  - D. Philanthropy Committee
    - I. Santa's Wolves Subcommittee

V. **Rationale for Proposal:**

- a. This proposal to Staff Senate will add the procedure to the Staff Senate Constitution and Bylaws, which will ensure that the process continues even if leadership of the Senate and Committee evolve and historical memory is no longer available.

## **Staff Senate Honors Wall Continuing the Tradition – The Second 100**

The Distinguished Performance Awards (DPA) Committee is charged with overseeing the nomination and approval process for permanently honoring future distinguished staff members.

Membership on the DPA Committee will consist of at least two staff members for each EEO category, with additional committee members selected by the chair of the DPA committee or the Executive Committee of the A-State Staff Senate. Members selected to serve on the committee should have a long history of employment at A-State. The committee will elect a chair. Each committee member will serve a staggered three year term.

The committee will follow the *Criteria for Inclusion* and the *Procedure for the Nomination Process* listed below. The A-State Staff Senate Executive Committee and the committee will be responsible for having the names of the distinguished staff honorees and their unit engraved on the prefabricated nameplate and permanently attached on display outside of Centennial Hall. Every five years beginning in the fall of 2022, the committee will put forward a call for honoree nominations. The names will be unveiled during the spring Distinguished Performance Awards Ceremony.

Distinguished staff honorees and their families will be invited to the events.

- I. Criteria for Inclusion of Nominee
  - a. Nominees must be former, retired, or current A-State staff
  - b. Other than in exceptional cases, nominees must have a minimum of 10 years of service to A-State, at least in part since 2009.
  - c. They must have made significant long-term contributions to A-State.
- II. Procedure for the Nomination Process
  - a. The DPA Committee will announce during a fall Staff Senate meeting their plans to honor select staff members, the criteria that nominees must meet, and the procedures for submitting nominations. This announcement will also go out to the A-State community at large.
  - b. Standard Timeline for nominations:
    - i. Nominations open: November 1
    - ii. Nominations close: November 31
    - iii. Committee reviews and makes selections: December 1-30
  - c. Nominators will access the nomination website found on the Staff Senate webpage: <https://www.astate.edu/a/staff-senate/programs-events/distinguished-performance->

[awards/Staff-Senate-Wall-of-Honors/index.dot](#)

- d. Each nomination must include the following in order to be considered:
  - i. Nominee's full name
  - ii. Nominee's title and unit
  - iii. Year of first contract and year of the last contract (e.g., 2007-2020)
  - iv. Key contributions to A-State (i.e., why they are being nominated). Some examples could include: professionalism, dedication to student success, loyalty to the institution, volunteer service, client satisfaction, leadership and mentorship of staff colleagues.
- III. The DPA Committee should select approximately five nominations every five years, with an additional two nominations selected as alternatives. These nominations will go through a final vetting process in Human Resources, then will be shared with the A-State Staff Senate Executive Committee.
- IV. The DPA Committee will announce Honorees during the Distinguished Performance Awards Ceremony in the spring.

**EXECUTIVE SUMMARY**

Contact: Julie Bates (501) 660-1000

**ACTION ITEM:** The Arkansas State University System requests approval of a new ASU System Annual Leave Policy, and authority to amend the Annual Leave Policy section of the ASU System Staff Handbook.

**ISSUE:** The Board of Trustees must approve new and revised System policies, as well as revisions to handbooks.

**BACKGROUND:**

- During its 2023 Regular Session, the Arkansas General Assembly passed Act 778 of 2023, which will take effect on July 1, 2023.
- Under Act 778, all positions within the ASU System that are classified under the Uniform Classification and Compensation Act will become non-classified on July 1, 2023. As a result, those positions that are currently subject to the Uniform Attendance and Leave Policy Act will cease to be covered by that statute, because Act 778 does not apply to “administrative, academic, or other non-classified employees of state-supported institutions of higher education.” Ark. Code Ann. § 21-4-203(12)(E).
- Under the terms of the current ASU System Annual Leave Accrual Policy and the ASU System Staff Handbook, classified employees accrue annual leave according to the guidelines established in the Uniform Attendance and Leave Act, and non-classified employees accrue 15 hours of annual leave per month. If the current policy is not amended, then all full-time ASU System employees will accrue annual leave at a rate of 15 hours per month, beginning on July 1, 2023, which will significantly increase the ASU System’s and the System institutions’ cost and liability for annual leave.
- The ASU System Benefits Committee has met to consider annual leave policy options. As a result of that process, the Committee recommends that, effective July 1, 2023, the Board:
  - Approves a new Annual Leave Policy, and allows the new policy to supersede the current Annual Leave Accrual Policy;
  - Authorizes amendment of the Annual Leave Policy section of the ASU System Staff Handbook, consistent with the new Annual Leave Policy (a redline copy of the proposed revision to the Annual Leave Policy section of the ASU System Staff Handbook is attached); and
  - Instructs that all other institutional handbooks and campus operating procedures be amended, as necessary, to conform to the provisions of the new Annual Leave Policy.

**EXECUTIVE SUMMARY**

Contact: Julie Bates (501) 660-1000

- A copy of the proposed new Annual Leave Policy is attached to this resolution.

**RECOMMENDATION/RESOLUTION:**

Be it resolved that the Arkansas State University System new Annual Leave Policy is approved, that authority is granted to amend the Annual Leave Policy section of the ASU System Staff Handbook, and that all other institutional handbooks and campus operating procedures shall be amended, as necessary, to conform to provisions of the new Annual Leave Policy, as outlined above, effective July 1, 2023. The new Annual Leave Policy shall control over any conflicting terms in any other institutional handbooks and campus operating procedures, until such time as they are amended.

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Robert G. Rudolph Jr., Secretary

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Jerry Morgan, Chair